



## PLANNING PERMIT APPLICATION

Planning & Building • 2263 Santa Clara Ave., Rm. 190

Alameda, CA 94501-4477

alamedaca.gov

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Hours: M, W, Th – 7:30 am – 4:30 pm

T – 7:30 am – 4:00 pm

Project Address: \_\_\_\_\_

Is this building either an historic monument or listed on an historic study list? \_\_\_\_\_

Is the property subject to a Homeowners Association? ☐ Yes ☐ No Association Name: \_\_\_\_\_

Please check all applicable permits.

- |   |   |                                       |
|---|---|---------------------------------------|
| <input type="checkbox"/> Design Review                  | <input type="checkbox"/> Rezoning                 | <input type="checkbox"/> Use Permit*  |
| <input type="checkbox"/> General Plan Amendment         | <input type="checkbox"/> Second Unit Application* | <input type="checkbox"/> Variance*    |
| <input type="checkbox"/> HAB Certificate of Approval*   | <input type="checkbox"/> Sign Permit*             | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Planned Development Amendment* | <input type="checkbox"/> Subdivision*             | <input type="checkbox"/> Other: _____ |

\*Permit requires supplemental application.

Please describe the application request. (Please attach additional sheets if necessary.)

Please read terms on reverse before proceeding.

### Property Owner(s):

Address: _____			Phone 1: _____
City: _____	State: _____	Zip: _____	Phone 2: _____
Email: _____			

### Applicant (if different than property owner):

Address: _____			Phone 1: _____
City: _____	State: _____	Zip: _____	Phone 2: _____
Email: _____			

### FOR OFFICE USE ONLY

Application #: _____	Amount Paid: _____	Zoning: _____
Date Received: _____	Receipt # _____	GP: _____
Received by: _____	APN: _____	

## APPLICATION CERTIFICATION, AUTHORIZATION, AND AGREEMENT

### PROPERTY OWNER *(Person[s] who own[s] the property):*

I hereby certify under penalty of perjury, that I am the owner of record of the property described herein and that I consent to the action requested herein. Further, I hereby authorize City of Alameda employees and officers to enter upon the subject property as necessary to inspect the premises and process this application.

\_\_\_\_\_  
Property Owner's signature

\_\_\_\_\_  
Date

### APPLICANT *(Person seeking the permit):*

I hereby certify that I have read this application form and that to the best of my knowledge, the information in this application and all the exhibits are complete and correct. I understand that any misstatement or omission of the requested information or of any information subsequently requested may be grounds for rejecting the application, deeming the application incomplete, denying the application, suspending or revoking a permit issued on the basis of these or subsequent representations, or for the seeking of such other and further relief as may seem proper to the City of Alameda.

For applications subject to a time and materials charge, I hereby agree to pay the City of Alameda all incurred costs for staff time and materials associated with review and processing of the subject project, even if the application is withdrawn or not approved. I understand that one or more deposits will be required to cover the cost noted herein at such time as required by the Planning Director to ensure there are adequate funds to cover anticipated time and material costs. I expressly acknowledge and agree that failure to pay a written invoice for additional funds within 14 days of date of invoice shall constitute the applicant's withdrawal of the application.

\_\_\_\_\_  
Applicant's signature

\_\_\_\_\_  
Date

### Please Note:

1. Fees are not refundable and payment in no way guarantees approval of application.
2. Please make checks payable to the City of Alameda.

## DESIGN REVIEW SUBMITTAL CHECKLIST

Submittal information presented to the Permit Center shall include the items on this checklist and all related fees and information required by the City. **Items marked with an \* are required.**

**\* DESIGN REVIEW APPLICATION**

- ☐ Completed Permit Application Form
- ☐ Letter of Approval from the Homeowners Association (if applicable)
- ☐ Signature of Property Owner and Applicant on Page 2 of the Application Form
- ☐ Completed Summary Table

**\* ALL PLANS** include the following:

- ☐ Plan sheets must be no less than 11" x 17" and no greater than 24" x 36" unless prior approval is given.
- ☐ All plans must be folded into packets, with each packet containing one set of plans. The packets should be no larger than 9" x 11" in size.
- ☐ Include North Arrow, date prepared, and bar scale. Acceptable scales are:  $\frac{1}{4}" = 1'$  and  $\frac{1}{8}" = 1'$ . Other scales may be acceptable but should be discussed with Planning staff before filing.
- ☐ Name and phone number of the person preparing the plan
- ☐ One (1) set of plans for Design Review. (Note: for projects that require Planning Board approval, an additional fifteen (15) sets of plans will be requested when a hearing date is scheduled.)
- ☐ Approval Stamp/signature and date from the Homeowners Association (if applicable)
- ☐ ELECTRONIC VERSION OF PLANS IN PDF FORMAT (prior to public notice)

**\* SITE PLAN** includes the following:

- ☐ Location of proposed development
- ☐ Property lines, distance between outer edge of street curb, and the front/street side property lines
- ☐ Location and dimensions of all existing and proposed buildings
- ☐ Dimensions of existing and proposed front, side, and rear yards
- ☐ Location and dimensions of existing and proposed driveways, garages, carports, required off-street parking spaces, and vehicle back-up areas
- ☐ Building footprints and appropriate height of structures on adjacent lots (required for projects requiring a finding pursuant to AMC Section 30.5 7(k) & (l), which allow for reduced setbacks; see privacy and shadow study.)
- ☐ Location of drainage ways and access easements. (Check with the Public Works Department for public utility and access easements.)

**\* ROOF PLAN (existing and proposed on separate drawings)** includes the following:

- ☐ All existing and proposed roof elements

**\* ELEVATIONS (existing and proposed on separate drawings)** include the following:

- ☐ Fully dimensioned and prepared to an appropriate scale
- ☐ Existing and proposed construction and/or alterations Existing and proposed views of each elevation should appear side by side on the plans.
- ☐ Location of proposed vents, gutters, downspouts, air conditioning equipment, antennas, all rooftop mechanical equipment, utility meters, transformers, and utility boxes
- ☐ Direction of building elevation (i.e., north, south, etc.)
- ☐ Details for fascia trim, windows, doors, trim, sills, railing and fencing, and final height of building
- ☐ Location of exterior lighting and cut sheet/details of the type of lighting fixtures

\* **FLOOR PLANS (existing and proposed on separate drawings)** include the following (if proposing interior remodel or additions):

- ☐ Fully dimensioned and prepared to an appropriate scale
- ☐ Ceiling heights of all interior spaces
- ☐ Rooms labeled for use
- ☐ Show location of all existing and proposed windows and doors.

\* **WINDOW SCHEDULE** includes the following:

- ☐ Existing and proposed window dimensions
- ☐ Show compliance for required egress windows for bedrooms.
- ☐ Show style of windows on building plans or elevations.
- ☐ Cut sheets/brochures of proposed windows - include a dimensioned cross section of window.

\* **DEMOLITION PLAN** includes the following (if applicable):

- ☐ Identifies all elements that will be removed/replaced
- ☐ Written description of elements that will be removed and plan proposed by the applicant to remove/reuse materials

\* **PHOTOGRAPHS** include the following:

- ☐ Project area and adjacent properties
- ☐ Front, side, and rear elevations
- ☐ Proposed work area

**LANDSCAPE AND IRRIGATION PLAN** includes the following:

- ☐ Location of all existing landscaping. Indicate any trees to be removed. Include circumferences of all trees. Provide species and common name of all trees.
- ☐ Location of all trees, shrubs, groundcover, and turf to be planted
- ☐ Planting list with species and common names of all materials
- ☐ Location of non-vegetative landscape improvements, such as paving, fences, retaining walls, planters, and arbors.

**CROSS SECTION(S)** includes the following:

- ☐ Longitudinal direction
- ☐ Transverse direction

**COLOR AND MATERIAL BOARD (major projects only)** include the actual samples (maximum size 11" x 17"):

- ☐ Exterior cladding
- ☐ Paint colors
- ☐ Roofing material

**PRIVACY/SHADOW STUDY** includes the following (if extending along non-conforming setbacks):

- ☐ Site plan showing building footprints of adjacent properties
- ☐ Front elevations of subject property and both adjoining properties
- ☐ Shading angles for June 21 and December 22 at 8:00 a.m., Noon, and 4:00 p.m.

**OTHER** – Speak to a planner regarding the need to submit the following information:

- ☐ SITE SURVEY conducted by a licensed surveyor
- ☐ PRELIMINARY TITLE REPORT (must be less than six months old).
- ☐ Bay-Friendly Landscaping Scorecard

## LOT SUMMARY TABLE

**Project Address:** \_\_\_\_\_

**To be submitted with all Residential Planning Applications**

<b>ZONING COMPLIANCE FOR RESIDENTIAL DISTRICT _____</b>				
<b>Categories</b>	<b>Standard</b>	<b>Existing</b>	<b>Proposed</b>	<b>✓</b>
Total lot area	5,000			
Lot depth	100'			
Lot width	50'			
Building floor area	---			
Main building lot coverage including attached/detached garage (%)				
Front yard setback				
Rear yard setback				
Left side yard setback	5'			
Right side yard setback	5'			
Street side yard setback	10'			
Maximum building height				
Separation between main buildings	20'			
Accessory building size	---			
Separation between main/accessory building	Min. 6'			
Height of accessory building				
Number of off-street parking spaces	Min. 2			
Driveway width				
Total usable open Space*				
Common open space				
Private open space (ground floor)	Min. 60 sf			
Private open space (upper floor)	Min 120 sf			

\*Detached single-family dwellings are exempt.

Site Address: \_\_\_\_\_ Year Built: \_\_\_\_\_ Is property on City Study List or a City Monument: \_\_\_\_\_

**Architectural Style of Building:** Pioneer Italianate Stick Eastlake Queen Anne Colonial Revival Craftsman  
 (Circle all that apply) Bungalow Prairie Mediterranean Provincial Wartime Tract/Ranch Other

	ROOM	EXISTING WINDOW TYPE	NEW WINDOW TYPE	EXISTING WINDOW MATERIAL	NEW WINDOW MATERIAL	EXISTING SIZE (width) x (depth)	NEW SIZE (width) x (depth)	MUNTINS/ GRIDS
Example	Kitchen	Double-hung	Casement	Wood	Alum-Clad with Wood core	48" x 36"	96" x 72"	$\frac{3}{4}$ " x $\frac{1}{4}$ " (width) x (depth)
1*								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								

\* Please show these window numbers on the project plans. Continue on another sheet if your project exceeds 16 window replacements.